

**CITY OF RYE
MEMORANDUM**

TO: Frank J. Culross, City Manager

FROM: Christopher 3. Bradbury, Administrative Assistant

DATE: April 15, 1993

SUBJECT: Shared Services Update

The City and the School District have made significant progress in the potential shared services areas identified in the December 4, 1992 Shared Services Report. Most of the advances since the December report have involved the City's Public Works and Recreation Departments, and the School District's Buildings and Grounds and Athletic Departments.

The creation of the five (5) traffic signs that the School District authorized prior to the submission of the December report have been completed and installed by the City, and the School District has been billed accordingly. It is anticipated that this service will continue on an as-needed basis.

In March 1993, additional key space was installed at the fueling station at Disbrow Park and the School District has begun receiving gasoline from the City's pumps and billed accordingly. With their own private keys, the School District receives improved accessibility in addition to a cost savings compared to the service from a private station.

The City provided salting for the School District's parking lots during a snow storm that occurred in mid-March. The School District appeared pleased with this service and it is expected that this service will continue on an as-needed basis upon request from the School District.

Several other areas were identified in the December report as services that the City and School District could provide upon request. The following are some of the areas raised but not yet undertaken:

- a. The City's mechanics could provide vehicle maintenance for the School District's small trucks and vans at the maintenance garage at Disbrow Park.
- b. When the School District needs large trees removed or needs minor tree maintenance, they will contact the City for a price estimate. Bill Barrett also mentioned the possibility for cooperative assistance in this area in emergency situations.
- c. The City may be able to include the School District in minor black topping and line painting projects when the DPW is undertaking repairs in other areas throughout the City.

(over)

- d. The School District has expressed an interest in having the City use our street sweeper for cleaning their parking areas. The School District will call the City for a price estimate when this service is needed.
- e. The City has expressed an interest in utilizing some of the School District's classroom space for training sessions during non—school hours. The City will call the School District when we need this service.

In the area of recreation facilities, the City's Recreation Department and the School District's Athletic Department have developed an arrangement to permit the Girls Varsity Soccer Team to practice and play their games at Rye Recreation Field during the Spring 1993 season. The City will cut the grass while the School District will do all of the lining of this field in preparation of their games.

The City and the School District have made significant progress since the December report which has built upon the strong foundation of shared service areas previously provided. Much of the accomplishments in the development of shared service areas are largely due to the cooperative working relationship that exists between the staffs of the City and the School District. In addition to the existing areas of shared service, it is anticipated that further mutually beneficial initiatives will be developed as conversations continue between the City and the School District.

Christopher J. Bradbury
Administrative Assistant

cc: Dr. Barry Farnham, Superintendent of Schools
Joseph M. Carlucci, General Foreman
George J. Mottarella, City Engineer
William T. Rodriguez, Superintendent of Recreation

**CITY OF RYE
MEMORANDUM**

TO: Frank J. Culross, City Manager

FROM: Christopher J. Bradbury, Assistant to the City Manager

SUBJECT: Shared Services Update: City and School District

DATE: April 6, 1995

PUBLIC WORKS: The Department of Public Works routinely provides cost estimates for services when requested by the School District. Areas of shared services include the following:

- *Fueling Station:* The School District began fueling at Disbrow Park in March 1993. They have five assigned key spaces and have access 24 hours a day. The School District is billed quarterly by the City.
- *Vehicle Maintenance:* The City has repaired the School District's small trucks and vans for the past few years when requested. The City charges an hourly labor rate and provides the parts at cost.
- *Salting:* The City began salting School District parking lots in March 1993 and have continued to provide this service at a flat rate per application when requested. This service is usually requested whenever a snowfall precedes a school day.
- *Refuse Removal:* The three elementary schools currently deliver their refuse to the Westchester County transfer station at Disbrow Park and are then charged based on weight. The High School utilizes a six-yard compactor container which gets picked up by a private service. When the White Plains transfer station opens, the City is prepared to pick up refuse from the three elementary schools three times per week and deliver the material to White Plains provided they utilize two-yard containers. The School District will be charged a flat rate for this service. The City cannot pick up from the High School as long as they use six yard containers.
- *Recycling:* The City picks up newsprint from the School District, and the School District delivers glass, metal and plastic to the Disbrow Transfer station.
- *Sign Making:* The City has made traffic signs for the School District when requested (5-8 signs). The City charges the School District an hourly labor rate and provides the materials at cost.

- *Sewer Work:* The City cleared a main sewer line from the High School when requested in June 1993.
- *Tree Maintenance/Removal:* The City has provided the School District with a price quote in each of the last two years which has not been accepted by the School District.
- *Street Sweeping:* The School District has not requested a price quote.
- *Black Topping/Line Painting:* The School District has not requested a price quote.

RECREATION: The Superintendent of Recreation and the Athletic Director have an excellent working relationship and routinely meet once per month to discuss any issues and concerns. There are usually no fees between the City and School District for most of the shared service areas.

- *Outdoor Facilities:* Daily maintenance is responsibility of property owner. The City prepares most of the baseball and softball fields at all locations for upcoming seasons which includes laying down day for infields. The City also picks up trash receptacles and does minor repairs to fields (back stops, fences, etc.). The School lines the fields for their games, and the City lines them for everyone else.
- *Indoor Facilities:* The City uses many of the School District's indoor facilities including classrooms, cafeterias, gyms and the auditoriums.
- *Scheduling:* The School District and the City coordinate all of the indoor and outdoor scheduling of programs together. The City also coordinates for other interest groups (which has included the Rye Youth Soccer League, Rye Little League, Rye Girls Sports, Rye Babe Ruth and Senior Babe Ruth/Westchester Baseball).
- *Gagliardo Park:* This park is back in operation as of Spring 1994 and is primarily used by Little League and the girls field hockey program (School/City program).
- *Sterling Field:* Scheduled to open in Spring 1996, this field will be used for soccer and youth baseball.
- *Golf Team @ Rye Golf Club:* The School's Golf Team uses the Rye Golf Club on weekday afternoons.
- *Joint Field Committee:* Established in November 1994, this committee has reviewed the need for new fields and potential field sites. Areas reviewed include the field near the entrance to Edith Read park next to Playland (possibly for soccer, field hockey, lacrosse, youth baseball), and the NYS Thruway property across from Rye Country Day.

FINANCE:

- *Tax Certiorari:* The City Assessor has proposed that the School District assist in the cost of defense of these cases. The City is required to engage appraisers and special counsel to assist the Assessor and Corporation Counsel. It has been suggested that the School District pay for the cost of special counsel estimated not to exceed \$45,000.
- *Tax Collection:* The School District has made preliminary inquiries as to whether the City would be interested in collecting school taxes at some future date. The City has worked with the School District and their software consultant to improve the method of transferring information on assessed value from the City's system to the School District's system. When the District requests the data from our Assessor's office, the City's Coordinator of Computer Services now converts that data into a format that matches a new software program the School District purchased for this purpose. This procedure has been in place for at least the last two years.

OTHER SHARED SERVICE AREAS:

Youth/DARE Officer Program

Cable Television

Nature Center Classes

Fire Inspection/Fire Prevention

Compost Site Assistance

City Clerk/School Clerk for Elections

Adopt-a-Block Ongoing Dialog

Anti-graffiti/Anti-vandalism Efforts

NOT IMPLEMENTED TO DATE:

Computer Training (software not compatible)

Training Facilities

Christopher J. Bradbury
Assistant to the City Manager

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